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## Office Memorandum • UNITED STATES GOVERNMENT

**TO :** Chief, O & M Staff (DD/I Area)

DATE: 17 FEB 1960

**FROM :** Chief, Industrial Register, CR

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**SUBJECT:** Industrial Register Survey Project 5-62

1. As agreed at our meeting with you on 10 February 1956, relative to subject project, the following comments are submitted concerning the recommendations contained in Section 9 of your survey report.

2. Recommendation #1: (Reduction of Positions in Support Branch)

It is true that the Industrial Register has a greater number of personnel assigned to planning and supervision positions than does the Special Register. This, however, is in direct relationship to the greater responsibility and broad range of specialized projects processed by IR that are directly in support of its mission. Examples of such projects, both one time and those adopted on a continuing basis are as follows:

The Suspect Trader Index  
Overseas Microfilm Accessions Index  
Model and Type Listings

Trade Fair Brochure Indexes

Prisoner of War Study

China RR Loading Study

## Freight and Passenger Time Tables

USSR Gazetteer

Plant Summary Index

## ABC Type Listings

## Product Index

Special Satellite Coordinates

Specialized Source Listings (ATIC)

## Leningrad & Moskva Street Addresses

In each instance the Tabulating and Planning personnel collaborated in planning each step of the program, developed all procedures, detailed instructions, transcript sheets, IBM card forms, code charts and report format completely from the original document thru to the finished report.

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IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S/C RET. JUST. 22  
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REV CLASS C REV COORD.          AUTH: HR 70-3

In addition to special projects, all procedures, codes, detailed instructions, transcript forms, card forms, report formats and other working tools are planned and developed by the Tabulating and Planning personnel of the Index Section, for the Register as a whole. A specific example was the introduction, planning and development of the entire Product Classification program.

Due to the T/O reduction imposed during the past two years whereby one GS-7 Planner position and two GS-4 Tabulating Machine Operator positions were lost, it has become necessary to relieve the GS-10 employee of most of his supervisory duties in order to devote more time to new projects accepted by the Register. During this same period, the demand for machine indexed intelligence increased from 1,811 requests completed in 1954 to 3,170 in 1955 (a 75% increase). This has necessitated the use of overtime in the Machine Room for a total of 1,487 hours during 1955. Indications to date are that an even greater demand for machine indexed intelligence will be levied upon the Index Section in the future. Direct supervision of the Machine unit as a whole is now the responsibility of the Deputy Chief, Index Section.

It is acknowledged, however, that at least one Project Planner in the Index Section could be utilized more profitably elsewhere in the Register. A recent increase in responsibility in connection with our support of the Travel Folder Program has caused a heavier workload than anticipated. For example, during the past three months the European USSR Branch spent an average of 470 man-hours per month in answering requests on Travel Folder subjects (this figure does not include the normal maintenance of [redacted] Briefs and Trip Report files). Since the indexing and review of Trip Reports accumulated prior to 1955 cannot be undertaken without diversion from the basic analytical mission, we are thinking seriously of obtaining approval from higher authority to transfer one (1) GS-9 Project Planner from the Support Branch to the European USSR Branch. Selection of a Project Planner for this assignment is based upon a need for an individual having experience in project planning, coding, and machine index methods.

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We plan, based on our discussion with you on 10 February 1956, to review the total manpower requirements of the Register in order to correct any imbalance which may exist between the support and analytical functions.

3. Recommendation #2: (Overtime in Machine Records Unit, Support Branch)

During the year 1955, 1,487 overtime hours were utilized. This amounts to 84% of a man year and indicates an understaffed condition. The utilization of total available machine time during the calendar year 1955 was:

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Regular time	11,068 hours
Overtime hours	1,487 "
Total time used	12,555 "

The following shows a breakdown of the total time used between customer service and internal support:

Listings	7,110 hours	67%
Supplemental Indexes and File Maintenance	5,445 "	43%
Total	12,555 "	100%

There has been a 75% rise in machine requests as reflected in the following table:

Calendar Year	<u>1954</u>	<u>1955</u>	Increase <u>Amount</u>	<u>Percent</u>
Machine Listing Requested	1,811	3,170	1,359	75
Man Hours Expended	6,546	7,110	1,561	23
Firms Involved	989,127	1,598,216	607,189	60
Card Volume	118,798,802	227,220,037	108,425,235	91

In the light of the above it is difficult to envisage any reduction in the present machine T/O if efficient service is to be maintained and overtime reduced.

4. Recommendation #3: (Decentralization)

It has been our contention that the sanitization function must be centralized in Reference-Control because materials provided in response to requests from members of the intelligence community are reproduced by that section of the Support Branch. Clearance for release of reports, such as OO-B, CS, etc., must be obtained from the originator of the report. Since the release of information must be tightly controlled in compliance with Executive Order #10501, dated 15 December 1953, it was deemed advisable to centralize this function with the Chief, Reference Control Section, who was designated the IR Classification Officer in 1954.

5. Recommendation #4: (Maintenance of ICF Cards in Numerical Order by Plants)

A plan to maintain cards in ICF document number order has been considered by IR but has been found to be impractical. If the ICF file was used only for information on products produced, the arrangement of the files in numerical sequence could be accomplished with little difficulty. The files, however, are used for a multiplicity of purposes. Targeting agencies are concerned only with

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those reports which give information on the physical characteristics of an industrial installation. Personnel concerned with manpower studies are concerned only with the reports which mention labor. Personnel from the DD/P concerned with preparing credentials seek information on plant security and administrative details. Since these and other subjects are not covered by the product code requesters must, of necessity, scan the ICF file to satisfy their needs. It is a physical impossibility to maintain the files in numerical sequence for lack of sufficient clerical personnel. The present system has not, to our knowledge, handicapped the timely servicing of requests.

6. Recommendation #5: (Change over of Product Classification System to SCC)

The ten digit numeric code used by IR for Product Coding is basically an adaptation of the "STANDARD COMMODITY CLASSIFICATION" code along lines recommended by the AD/CR. Since the Register's inception consideration has been given on several occasions to substituting the Standard Commodity Classification code for the 2-digit industrial activity code. In each instance it was determined that such a conversion would have meant complete review of each ICF card in file to determine the new code classification. With the present ICF file of about a million and a half cards such a review would take years to complete and the benefits would be minor in proportion to the overall effort. No direct transfer from one code system to the other is possible mechanically.

7. Recommendation #6: (Targeting Agencies)

The duplication of effort existing among the various targeting agencies has been discussed informally with all concerned. When duplication or inaccuracies are detected by IR, the producing agency is promptly notified. Immediate revisions are usually made in the case of serious discrepancies. Responsible officials, therefore, are well aware that this situation exists and are reportedly taking the necessary remedial steps.

8. Recommendation #7: (Policy Regarding the Initiation of Requirements)

Division policy pertaining to the initiation of requirements was established several years ago and is believed to be adequately covered in Section 20-4 of the IR Policy and Procedures Manual.

9. Recommendation #8: (Vital Materials Program)

Your comments are appreciated. They will be taken into consideration before our new proposal is finalized.

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10. Recommendation #9: (Clipping Service)

As pointed out to you, the clipping service function in the CIA Library (not Liaison Div.) is confined to Domestic English language newspapers. The Moscow Daily News operation in the Register's Asiatic USSR Branch was set up as a special inter-office project in 1953 to exploit a "dead" file held by the Library of Congress.

11. Recommendation #10: (M-IR Series)

We have been cognizant of this matter for some time and have already initiated discussions with Liaison, Machine Methods and Library with a view to eliminating the M-IR film series.



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